# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click "Mute."
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click "Stop Video."
- Please submit questions during the presentation in the "Chat" function located on the bottom of your screen.
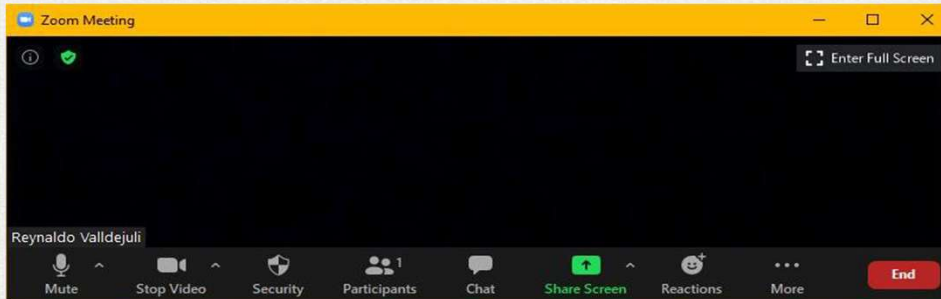
NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.

Believes

1

eScholar Office Hours

July 28, 2022

Visit the eScholar Support Page for a copy of the webinar deck

Agenda

- General Information:
  - eScholar URLs for Uniq-ID, StaffID, DirectMatch
  - Training materials
  - Password resets

- Review eScholar systems startup for 2022-2023
  - Uniq-ID
    - Submit student data

  - StaffID
    - Submit staff data
    - Employee status codes; who should/should not be submitted

  - DirectMatch
    - Running SNAP, TANF matches
    - Search function
    - CEP Elections

Believes

General Information

eScholar URLs

Uniq-ID: https://louisianasecureid.escholar.com/uid/login.do

StaffID: https://louisianastaffid.escholar.com/uid/login.do

DirectMatch: https://secureid.ldoe.la.gov/uid/login

User Guides: eScholar Uniq-ID User Guide
                                eScholar StaffID User Guide
                                eScholar DirectMatch User Guide

eScholar Info: eScholar Support Page

Believes

Training Materials

Uniq-ID   [Uniq-ID Training Slide Deck](#)
                           [Uniq-ID Training Recording](#)

DirectMatch: [DirectMatch Slide Deck](#)
                           [User Management Recording](#) (for security coordinators)

StaffID: [StaffID Recording](#) *(request access from [Jayanthi.Sothirajah@la.gov](#))*

All training materials are posted on the [eScholar Support Page](#).

Note: eScholar will provide a limited number of tokens/month to their training site. LDOE will share these tokens with new users beginning in August.

eScholar Password Resets and FTP Access

Uniq-ID and StaffID: Password Resets
- **Security coordinators:** contact Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov
- **Data managers:** contact your security coordinator

DirectMatch: Password Resets
- within the application (click on the *Lost Your Password* button)

eScholar FTP: https://louisianasecureftp.escholar.com/WebInterface/login.html
- **access to eScholar FTP, Credentials folder, IBCs or HighSet folders**
- **contact:** LouisianaSecureID@escholar.com

Believes

Security Coordinators

Data managers who are no longer employed in the district:
- Disable all user accounts (eScholar Uniq-ID, StaffID, DirectMatch, EdLink, Compass, etc.)
  - https://louisianasecureid.escholar.com/uidmgr/   (Uniq-ID Admin)
  - https://louisianastaffid.escholar.com/uidmgr/   (StaffID Admin)
  - https://SecureID.ldoe.la.gov/   (DirectMatch)
  - https://registration.edlink.la.gov   (EdLink Security)

- Update the 2022-2023 LEA Contact List (located in the System Support page)
  - Copy/paste your district's data into a new EXCEL sheet
  - Review and edit (add/remove data managers)
  - Send updated EXCEL file to Jayanthi.Sothirajah@la.gov

Security Coordinator Designee (change of security coordinator/additional security coordinator)
- Superintendent should complete the security coordinator designee form and email it to SecurityDOE@la.gov

Issues

Issue: DirectMatch is running very slowly – the application spins for a long time

Solution: eScholar will be installing additional servers for DirectMatch from July 29 – July 31
- DirectMatch will be shut down for all users on Friday, July 29 at 4:30 pm
- DirectMatch will be available on Monday, August 1 at 8:00 am
- Users should avoid running any batches starting from Friday afternoon, 12:00 PM

Issue: Emailing SystemSupport@la.gov **AND** support@escholar.com
- Double emailing is creating an explosion of tickets i.e. spamming System Support and eScholar help desk
- Email Anantha.Lakkakula@la.gov, Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov for you eScholar issues
  - o we will create a ticket with eScholar if we are unable to resolve the issue

2022-2023 eScholar Uniq-ID

eScholar Uniq-ID

Submit your 2022-2023 expected student enrollments to Uniq-ID for LASID assignment.

- Submit returning and new students at the beginning of the school year
- Submit new enrollments throughout the year
- ESSY = 2023; Location Active Flag = 1 (active)

Note: Students must be submitted to Uniq-ID prior to running DirectMatch.

The Address fields are optional for LASID assignment:
- *If districts want to use Address Matching in DirectMatch to identify additional free lunch students (DC Extended), they should include the students' address in their Uniq-ID submission.*

- *Type 2 charters are required to include the student addresses in their Uniq-ID submissions*

eScholar Uniq-ID

Problem Analysis and Resolution:

For student(s) who graduated in the 2021-2022 school year and it was determined there are issues with the student's transcript not being received by LOSFA due to missing demographic information:

- update the students information in your local system (SSN, parental consent, etc.)

- submit the student to Uniq-ID for the 2022-2023 school year:
  - **ESSY = 2023** with **Location Active Flag = 0 (inactive)**

- submit the student to the Student Transcript System (STS)

- submit the graduation date

- certify the site

2022-2023 eScholar StaffID

eScholar StaffID

- Submit your 2022-2023 staff to StaffID for ID assignment.
  - Submit returning and new staff at the beginning of the school year
  - Submit new staff hires throughout the year

- Staff who need EdLink dashboard or eSER access must be submitted to StaffID for the current year. ESSY = 2023

- If you do not have a current year record in eScholar StaffID you will see the error message below when you log into EdLink.

You do not have a valid user ID and staff ID linked. Please contact your local security coordinator for assistance

What codes are used for the Employee Status?

The codes used for the Employee Status are:

- 01 – school board employee

- 02 – post-secondary employee

- 03 – contracted professional services person

- 04 – third party contract employee

- 05 – state employee (classified)

- 06 – state employee (unclassified)

- 07 – resident teacher

Who Should be Submitted to eScholar StaffID?

- Any staff without a 10-digit eScholar StaffID

- Any new staff who recently joined the school system

- Regular employees *(employee status code = 01)*

- Contracted employees (i.e., contracted teachers, related services personnel, etc.) *(employee status code = 03 or 04)*

- Post-secondary employees (for which the district collects SSN) *(employee status code=02)*

- Long term substitute teacher reported to PEP as a regular employee *(employee status code = 01)*

- Resident teacher *(employee status code = 07)*

Who Should <u>NOT</u> be Submitted to eScholar StaffID?

- Vacant *(employee status code = 01; SSN begins with 999)*

- Post-secondary employees (*where the district does not collect SSN; but creates an SSN that begins with 998*)

- Short term substitutes

2022-2023 DirectMatch

eScholar DirectMatch

eScholar DirectMatch system

- Your email address is your loginID

- Users can reset their password within the application

- DirectMatch: Match students through Person ID, Upload File, Individual Match, Manual Authorization (Individually by LASID) or Address Matching
  - *Upload File and Individual Match – used by Early Childhood to identify student eligibility for Pre-K programs*
  - Identify **Direct Certification (DC)** students through SNAP, TANF, DSNAP, Medicaid Free and Medicaid Reduced
  - Identify **Direct Certification (DC) Extended** students (siblings or children living in the same household)
  - Identify **Other Source Categorical Eligibility** students enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster care
  - Calculate Identified Student Percentage (ISP), view and submit Population and Elections data for Community Eligibility Provision (CEP)
  - LDOE calculates counts of Economically Disadvantaged students

eScholar DirectMatch

- School systems can begin running DirectMatch **after** 2022-2023 expected student enrollments have been submitted to eScholar SecureID

- The June SNAP/TANF file was loaded to DirectMatch on July 23. This is the 1st file in the series for the 2022-2023 school year.

- **July - August 2022:** School systems are responsible for running eScholar DirectMatch, resolving near matches and loading the data into their local systems.

- **September - June:** LDOE will run the statewide DirectMatch and provide the batch number to school systems. School systems will be responsible for resolving their near matches and loading the data into their local systems.

- DirectMatch resources are available here including. (DirectMatch User Guide, SNAP/TANF monthly update schedule, Sample Income survey for CEP schools, FAQ, upload/download templates, training slide deck/recording, etc.)

Believes

eScholar DirectMatch

- Submit your students to Uniq-ID for LASID assignment <u>BEFORE</u> you run DirectMatch.

- Do **<u>NOT</u>** load any student file into DirectMatch. When you are ready to run DirectMatch click on the PersonID button. The application will source your students in Uniq-ID and match them against the SNAP/TANF files.

Home > Match Options

Match Options

PERSON   ADDRESS

Match Option	**Person ID** Upload File Individual Match Manual Authorization
District	**All Districts** Specific District
School	All Schools
Match Type	⌄

Reset   **Match**

DirectMatch: Search Function

Use the Search button to download your matched records

- you can find a student by LASID or LocalID

- Obtain all your SNAP/TANF eligible students from the start of the school year till the last date DirectMatch was run.
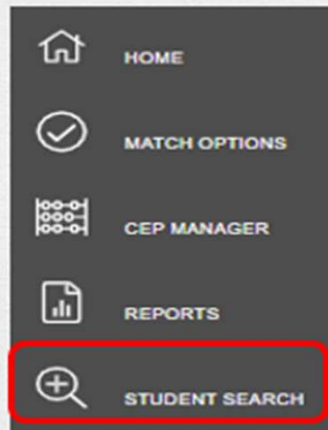
DirectMatch: Search by Student

Identifier: enter the LASID or the LocalID

Select the Match Type

Click Search

Home > Search Options

Search Options

Identifier :	Match Type :	District :	School :	School Year :
0123456789	SNAP			2023

Reset   **Search**

Search Results

State ID	Name ⇕	DOB	Gender	Grade	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
							SNAP	06/29/2022	»

1 - 1 of 1   Previous 1 Next

Believes

DirectMatch: Search

- Select the Match Type; School Year = 2023; Click the Search button
- The students data will appear in a table
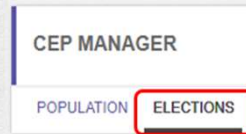- Click on the paper icon to download the students

CEP Elections

The deadline for SFAs to submit their Elections Data is September 30, 2022

To view your Elections data:
- Click on the CEP Manager icon
- Click on the ELECTIONS tab

- Click on the Refresh button to view your SFAs data

- See slides # 31 – 42
  - CEP Training *March 29 slide deck*   *March 29 recording*

TANF DM-Index & 3.0 file format

- The FNS team reached out to your food service vendors (MCS, Primero Edge, Titan)
  - Ask MCS for the plug-in to load into your food service system

    The plug-in will allow the TANF DM-Index file to be loaded into your food service system.

- Work with your local system vendor on programming your local SIS (JCampus, PowerSchool, etc.) to accept the 3.0 file format

- File layouts DM-Index and 3.0 file are the same as SNAP

- [SNAP/TANF file layout](#)

2022-2023 Enhancements

- DM-Index, 3.0 and 3.0+ file formats will be available
  - DSNAP - available later in the 2022-2023 school year
  - Medicaid Free - file format available in August 2022
  - Medicaid Reduced - file format available in August 2022

- Download student roster for Address matched records (DC Extended)

Office Hours and Monthly Webinar

- **eScholar Office hours 10:00am every other Thursday**
  - **Zoom link:** https://ldoe.zoom.us/j/97031808633
  - **Dial-In Phone Number:** (312) 626-6799
  - 8/11, 8/25   9/8, 9/22   10/6, 10/20
  - 11/3, 11/17   12/1, 12/15   1/5, 1/19
  - 2/2, 2/16   3/2, 3/16, 3/30   4/13, 4/27
  - 5/11, 5/25   6/1, 6/15, 6/29

- **Data Coordinator Monthly Webinar 1:00pm usually the first Thursday of each month**
  - **Thursday, August 11**
  - **Zoom Link**: https://ldoe.zoom.us/j/976397929
  - **Dial-In Phone Number**: (408) 638-0968
  - **Meeting ID#**: 976 397 929
  - 9/8, 10/6, 11/3, 12/8, 1/12, 2/9, 3/9, 4/6, 5/4, 6/8, 7/13

eScholar Systems -Who to contact for support

Who to Contact for Support	For assistance with
Anantha.Lakkakula@LA.GOV	• Retire/Split LASID or Staff ID, LASID/Staff ID Audits • Administrative functions such as system settings and configurations • eScholar Security (User Access/Role Based questions) • Enhancements • eScholar related EdLink ADQ/Dashboard/Security questions
Jayanthi.Sothirajah@LA.GOV	• Student ID updates and maintenance • DirectMatch and CEP Manager (SNAP, TANF, Free/Reduced Lunch counts etc) • eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing eScholar Student ID credentials or assistance providing their staff with eScholar systems access
Wanggan.Yang@LA.GOV	• StaffID updates and maintenance • eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing escholar Staff ID credentials or assistance providing their staff with Staff ID portal access
support@escholar.com	• eScholar FTP Industry Based Credentials (IBCs)/HiSet folders • Software bugs (system outage, security issues etc.) • Requests for utilizing web services
Your LEA Security Coordinator	• System access for new users • Assistance with your eScholar login/password
Visit escholar support page	• User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.

Believes

Who to contact for support

- Email: **systemsupport@la.gov** for any questions/concerns/issues for the systems/topics listed below.
    - Edlink, EdLink Security, Security Coordinator updates
    - LEA Contact List updates
    - Systems accessed through the LEADS Application Portal
        - Student Transcript System (STS), STS Prior period opens, IBC uploads,
        - Sponsor Site System (SPS),
        - Special Education Reporting System (SER),
        - Annual Financial Reporting (AFR),
        - School Finder and Principal and Superintendent Secure Portal

- *NOTE: Email sent to these boxes will be forwarded to the new ticketing system and tickets created for response. Please respond directly to those emails as you receive them.*

- Email LDOE_LEA_Support@powerschool.com for PowerSchool sFTP Credentials and Whitelisting Requests

- Email: Carol.Mosley@la.gov for Pandemic-EBT (P-EBT)

- Email: Katie.Moss@la.gov for Data Management FTP